

CONFIDENTIAL
Approved For Release 2001/03/01 : CIA-RDP57-00384R0004000050013-1

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NOTICE
NO. 20-

PERSONNEL
June 1953

PART-TIME AND "SUMMER-ONLY" EMPLOYMENT
FOR DEPENDENTS OF AGENCY PERSONNEL

1. Effective immediately, it will be the policy of this Agency to employ on a part-time or "summer-only" basis for clerical duties dependents of Agency personnel. Dependents as referred to herein will include only sons and daughters 16 years of age or over, and wives or husbands, except wives or husbands who were not married to their present spouse when his or her full field investigation was conducted. Individuals other than dependents as defined above will not be considered for this type of employment.

2. The Director of Security will issue special secret clearances on dependents to be hired for part-time or "summer-only" duties. Upon entering on duty, they will be given special security indoctrination by the Security Office and they will be issued limited passes which will restrict their movements to the general areas of their employment. The material with which they will be working will be classified no higher than "Secret". It will be the responsibility of each office concerned to establish adequate supervision and other necessary safeguards to insure enforcement of these restrictions.

3. Part-time and "summer-only" employees will be hired on a contractual basis. They will be charged against regular T/O vacancies and existing ceiling limitations will be maintained. However, it will be permissible to slot a part-time or "summer-only" employee against a position encumbered by an applicant in process for full-time employment. When the full-time employee enters on duty, the part-time or "summer-only" employee will be reassigned, if possible, or his contract will be terminated.

4. Part-time and "summer-only" employees will not attend regular clerical training courses. They will, however, attend the one- or two-day clerical indoctrination course at the time of entry on duty.

5. Agency employees are invited to submit the names of wives, husbands, sons or daughters to the Personnel Office for consideration in this type of employment. It should be noted that personal and technical qualifications and medical and security requirements under this arrangement will be just as exacting as for regular staff employment. Personal interviews will be conducted by the Personnel Office at Room 100, 2430 E Street, N.W. Each dependent selected for processing will be required to complete three copies of the Personal History Statement, one copy of the Supplement to the Personal History Statement and a Report of Medical Examination.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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(Front)

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PERSONAL SERVICE CONTRACT

Contract No. _____

- I. Subject to the conditions stated on the back hereof, the Central Intelligence Agency as represented by its Personnel Director or his designee and _____ hereby

(hereinafter referred to as the Contractor)

contract for the personal services of the Contractor as follows:

- a. For Temporary Employment.
- b. Duration of Contract: From _____ to _____ for such hours of employment as shall be mutually agreed upon between the Agency and the Contractor.
- c. Rate of Compensation: \$ _____ per hour, WAB (For actual hours worked).
- d. Contractor ☐ is ☐ is not a retired civilian employee of the United States.
- e. Contractor ☐ is ☐ is not a retired officer of the Armed Services of the United States.
- f. Date of appointment affidavits _____.
- g. Nature of personal services to be rendered:
 - (1) ☐ Stenographic and Typing.
 - (2) ☐ Typing only.
 - (3) ☐ Clerical only.
 - (4) ☐ Typing and Clerical.

- II. The Contractor agrees to perform the foregoing personal services in an efficient manner and to the best of his ability.

Dated at Washington, D. C.

Contractor _____

this _____ day of _____ 19__.

Address _____

Personnel Officer _____

(Back)

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Security Information

CONDITIONS

1. Payment:

a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (SF 1130) showing the actual hours of service, signed and approved by the official to whom Contractor is responsible.

b. The Contractor shall be entitled to overtime and night differential payments in accordance with established government regulations.

2. Contractor shall accrue annual and sick leave in accordance with applicable law.

3. Contractor shall not be eligible to participate either in the Agency-sponsored Insurance program or the Credit Union.

4. Contractor shall be covered by the Federal Employees Compensation Act.

5. Contractor shall not be entitled to any retirement benefits for the services performed under this Agreement. Therefore, no retirement deductions will be made from the salary payable hereunder nor will any credits be entered for the time performed under this Contract.

6. The Government shall withhold the appropriate Federal Income Tax and deposit with the Bureau of Internal Revenue in Contractor's behalf. The Contractor shall execute the necessary Form W-4 Exemption Certificate required for this purpose.

7. This Contract may be terminated at the option of the Contractor or the Agency.

8. The Contractor shall not be considered a regular employee of the Government. He shall be vested only with those rights, privileges, benefits, prerogatives and duties which are recited in this Contract.

9. Contractor shall be subject to the provisions of the Social Security Act.

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Security Information